



DEPARTMENT OF THE NAVY

COMMANDER NAVY REGION SOUTHWEST
937 NO. HARBOR DR.
SAN DIEGO, CA 92132-0058

IN REPLY REFER TO:

COMNAVREGSWINST 11000.7A

N3P1

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COMNAVREGSWINST 11000.7A

Subj: POLICY GOVERNING LAYDOWN AREAS IN THE VICINITY OF PIERS

Ref: (a) COMNAVBASESANDIEGOINST 11320.1B
(b) SOPASUBAREAEASTINST 5530.1E

Encl: (1) Laydown Letter Request (Sample)
(2) Laydown Schematic (Sample)

1. Purpose. To establish policy governing the use of contractors/ships staging areas in the vicinity of the piers at Naval Base, San Diego; Naval Base, Coronado; and Naval Base, Point Loma.

2. Cancellation. COMNAVREGSWINST 11000.7

3. Background. Contractors and ships often require space on installations to store equipment and other materials required to perform work specified in a contract or mission taskings. Such evolutions must be coordinated and supervised to prevent pilferage, damage or obstructions to other operations.

4. Policy

a. Submission Requirements

(1) Requests for staging and laydown areas along the piers and quay walls will be submitted in writing and forwarded to the Assistant Chief of Staff for Port Operations, attention Port Operations Officer 30 days prior to commencing a contract. In the event of emergency repairs that do not allow for the standard 30 days notification, requests should be submitted via fax to Assistant Chief of Staff for Port Operations, Attn: Port Operations Officer at (619) 556-5082. These requests must clearly indicate contract number, project title, name of contractor, date required, completion date, location/berth of laydown area requested, impacts to parking (number of parking spaces impacted), and traffic patterns. See enclosure (1) for sample letter and enclosure (2) for specific details on required sketch.

b. Specific Requirements

(1) Contractors and ships will be authorized to stage equipment along the pier within the ship's assigned berthing area. Fire plugs and pier fire fighting outlets will be kept clear for a

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previous arrangements have been approved through this same process. Staging areas arranged by tenant commands for contractor equipment are neither authorized nor recognized for the purposes of this instruction. Contractor equipment and gear found to be in violation of this instruction will be removed/towed by a private towing and hauling company from the Naval Base at the contractor's expense without notification.

6. Environmental Compliance Requirements and Concerns. All personnel and contractors conducting work at this facility requiring a designated laydown area will be required to comply with the following:

- a. Sweep the designated laydown area prior to any equipment staging and daily for the duration of that project.
- b. Maintain a spill kit on site. Absorbent/containment must be used on any small oil leaks, spills, etc. Spills and leaks must be contained and cleaned up immediately. Any spill which enters the drainage system or could possibly enter the bay will be reported to NAVSTA Port Operations immediately.
- c. Ensure all vehicles and operating equipment have drip pans placed under that equipment to contain and collect all potential leakage, when not in transit mode. For purpose of this instruction, equipment includes but is not limited to forklifts, cranes, compressors, vehicles, etc.
- d. All hazardous waste must be labeled and stored properly. Liquid hazardous waste must have secondary containment. Secondary containment areas must be kept dry at all times. After rain events, secondary containment must have the rainwater removed and properly disposed of within 24 hours.
- e. Paint mixing or paint application operations within the laydown area must be done in a plastic (or equivalent material with a minimum thickness of 6 mm) containment area. No paint will be applied to any surface directly on or above a drain, the water or an unprotected pier surface. At no time will painting or preservation of contractor leased or operated equipment be allowed or permitted while at Naval Base.
- f. Portable tanks must have adequate containment.
- g. All hazardous waste held on station for more than 24 hours will require a health permit. All efforts will be taken to dispose of any hazardous waste immediately after it is collected and prepared for transport.

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LAYDOWN LETTER REQUEST (EXAMPLE)

DATE

From: Requesting Command

To: Assistant Chief of Staff, Port Operations, Navy Region Southwest
ATTN: Port Operations Officer

Subj: LAYDOWN REQUEST FOR PIER, QUAYWALL, ETC.

Ref: (a) COMNAVREGSWINST 11000.7A

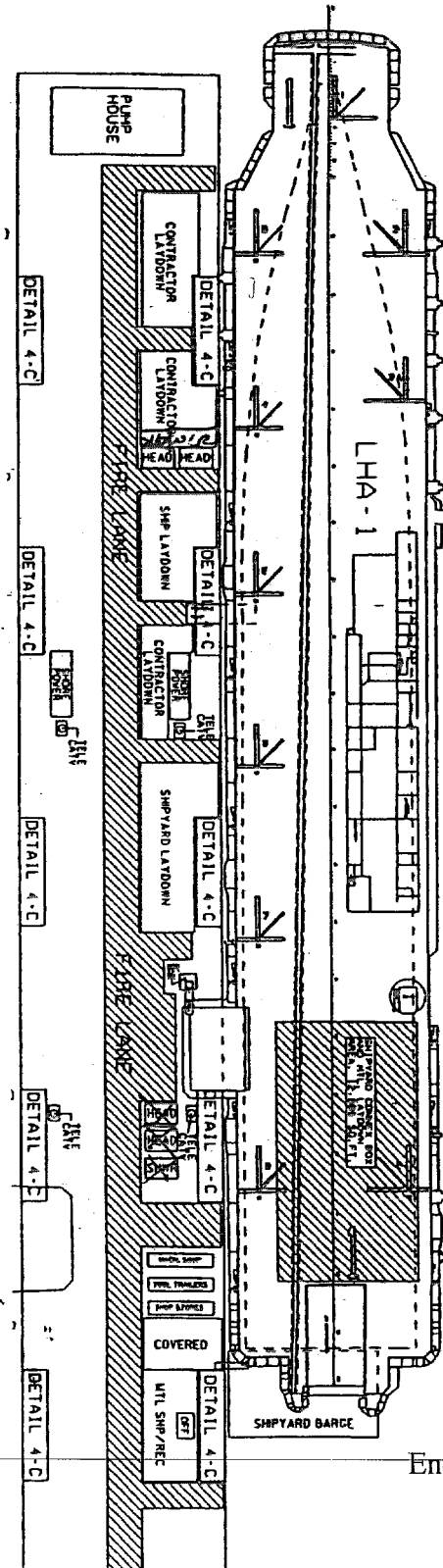
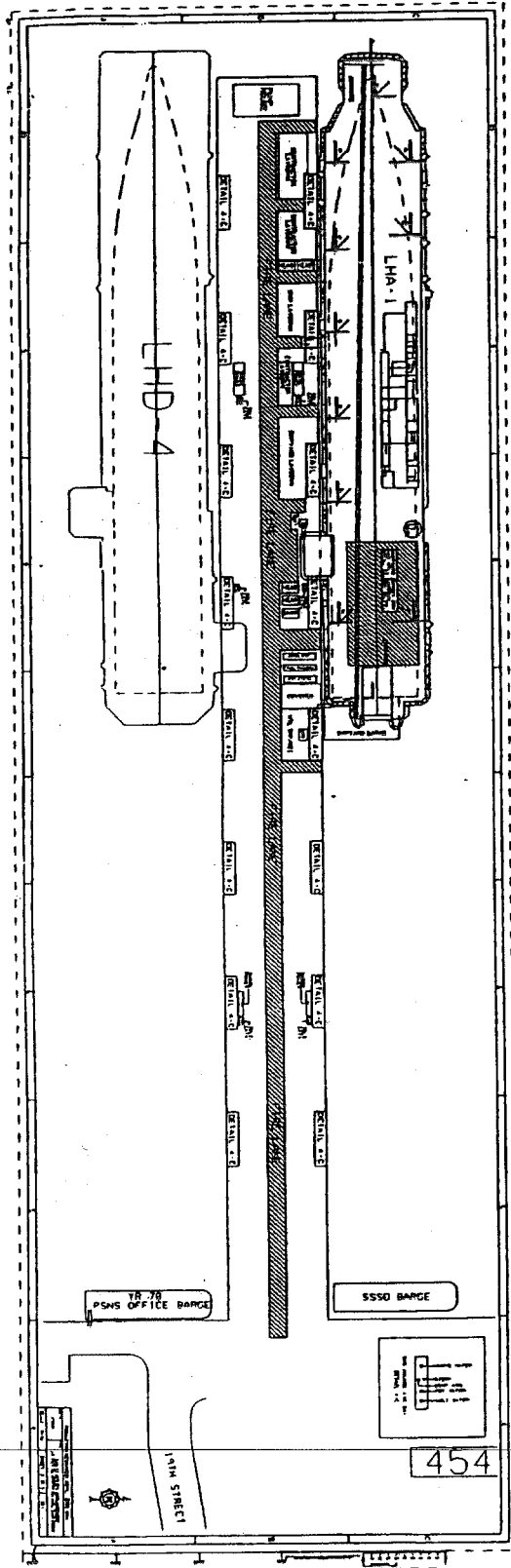
Encl: (1) Schematic of Requesting Area

1. Per reference (a), request a lay down area for ship, pier, berth, etc.
2. The following specific information required by reference (a) is provided:
 - a. Contract number
 - b. Project Title
 - c. Contractor
 - d. Dates required
 - e. Completion date
 - f. Impacts on traffic or parking
3. The point of contact is, phone number, and fax number if available.

Signature of requesting official
NAME/TITLE OF REQUESTING OFFICIAL

Encl (1)

LAYDOWN SCHEMATIC (SAMPLE)



Encl (2)